

**DRAFT MINUTES OF THE MEETING OF THE OAKHAM TOWN COUNCIL STAFFING COMMITTEE
HELD AT THE TOWN COUNCIL OFFICES, VICTORIA HALL, 39 HIGH STREET, OAKHAM ON
WEDNESDAY 28TH MARCH 2018**

PRESENT:

Cllrs Michael Haley (Chair), Anne Skipworth, Peter Ind, Adam Lowe

15/18 APOLOGIES – Standing Order 1(u)

None received

16/18 DECLARATIONS OF INTEREST

- (i) No Disclosable Pecuniary Interests were declared
- (ii) No other interests were declared

17/18 MINUTES – (Appendix A)

It was proposed by Cllr Lowe, seconded by Cllr Ind and unanimously resolved that the minutes of the meeting of the Staffing Committee held on Thursday 22nd February 2018 are signed by the Chairman as a true record of that meeting

18/18 DEPUTATIONS BY THE PUBLIC

None

19/18 EXEMPT ITEMS

- (i) It was proposed by Cllr Lowe, seconded by Cllr Ind and resolved with 3 votes for and 1 abstention to exclude the Public and Press during consideration of items 6, 7, 8 and 9 on the agenda, under Section 100 (2) of the Local Government Act 1972, as amended due to the confidential nature of the matters to be discussed
- (ii) It was proposed by Cllr Ind, seconded by Cllr Haley and resolved with 3 votes for and 1 abstention to exclude members of the Council who are not members of the Committee during consideration of items 6, 7, 8 and 9 on the agenda

At 7.06pm the meeting was adjourned due to the sounding of the fire alarm. It was reconvened at 7.11pm

20/18 PROTECTION OF THE CLERK (Appendix B)

It was proposed by Cllr Ind, seconded by Cllr Lowe and unanimously resolved that the Chairman of the Staffing Committee to liaise further with CLR Law for further investigation and that the administrative actions continue to be reviewed by the Staffing Committee with reports to Council.

21/18 OAKHAM TOWN COUNCILS WEBSITE

It was proposed by Cllr Lowe, seconded by Cllr Skipworth and unanimously resolved that the disclaimer statement on the Councils website is maintained with no further amendments

22/18 CLERKS REVIEW (Appendix C)

The committee considered the scoring matrix. Following discussions, it was proposed by Cllr Lowe, seconded by Cllr Haley and unanimously resolved that the Committee were satisfied with the progress the Clerk is making, and that the completed scoring matrix is added to the personnel file

At 20.33 Cllr Skipworth left the meeting and did not return

23/18 OFFICE ASSISTANT EMPLOYMENT CONTRACT AND JOB DESCRIPTION (Appendix D)

The committee considered a draft contract for the Office Assistant. Following discussions, it was proposed by Cllr Lowe, seconded by Cllr Haley and unanimously resolved that the draft Contract of Employment be accepted by the Staffing Committee

There being no further business the Chairman closed the meeting at 8.47pm